Scanning and Verifying Patient Information (cont.)

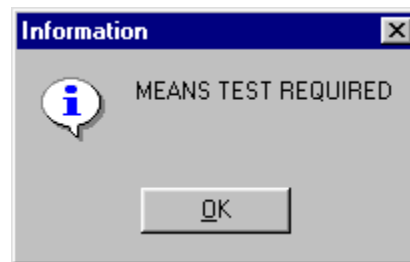> **If Patient Has a "Means Test" Required**

BCMA uses the standard Means Test Lookup. The following Information message displays as a reminder to a clerk to verify if a current "Means Test" exists for this patient (veteran). This financial information is updated/reviewed on an annual basis.

To Review Means Test Information:

1 Review the Information message, and then click **OK** to return to the patient's VDL and begin administering active medications to the patient.

Keyboard Only Users: Press **TAB** to activate the **OK** button, and then press **ENTER** to display the patient's VDL.

Example: Means Test Information Message

2 Continue with the medication administration process.

Administering a Patient's IVP/IVPB Medications

Scanning and Verifying Patient Information (cont.)

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TIP:

The Patient Transfer Notification message will only display **once** per Medication Tab (i.e. Unit Dose or IVP/IVPB), while the patient's record is open.

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➢ **If Patient Transfer Notification Message Displays**

BCMA displays the Patient Transfer Notification message if the patient has had a movement type (usually a transfer) within the site-definable parameter, and the last action for the medication occurred before the movement, but still within the defined timeframe. You can define this parameter, the Patient Transfer Notification Timeframe, on the BCMA Site Parameters Tab of the BCMA GUI Site Parameters application.
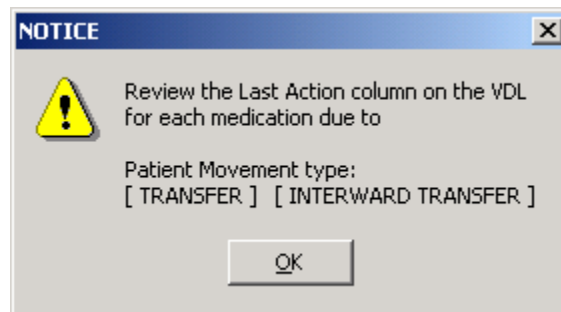
Note: The display of the message is dependent on the last action displayed in the "Last Action" column of the VDL. BCMA evaluates the last action performed each time the Unit Dose or IVP/IVPB Medication Tabs are refreshed.

To Review Patient Transfer Notification Message:

1 Review the Patient Transfer Notification message, and then click **OK** to return to the patient's VDL and begin administering active medications to the patient. BCMA will determine each last action that falls within the site-specified Notification "window" and display the patient's movement in the "Last Action" column, along with the existing last action.

Keyboard Only Users: Press **TAB** to activate the OK button, and then press **ENTER** to display the patient's VDL.

Example: Patient Transfer Notification Message

2 Continue with the medication administration process.

Administering a Patient's IVP/IVPB Medications

Preparing to Administer IVP or IVPB Medications

The instructions listed in this section describe how to change the Virtual Due List Parameters (Start and Stop Date/Time) and Schedule Types on the patient's VDL, along with the process for scanning the patient's active IV Push, IV Piggyback, and intermittent syringe medications.

Viewing a Patient's Active IVP/IVPB Medications

The "view" or active window shown below, displays when you select the IVP/IVPB Medication Tab on the VDL.

Each time that you open a VDL (i.e., patient record), BCMA defaults to the Unit Dose Medication Tab and all four Schedule Types already selected. This occurs even if you change the Schedule Types or Medication Tab during an administration session.

Note: The IVP/IVPB Medication Tab provides an "alert light" which turns **GREEN** *only* when the patient has active medication orders associated to them. When you click a "lit" Tab, BCMA displays the patient's active medication orders on the VDL — for the selected timeframe only. This safeguard is provided, along with the Missed Medications Report, to ensure that all IV Push, IV Piggyback, and intermittent syringe medications that are due are given to the patient in the correct dosage and on time.

Example: BCMA VDL
for Active IV Push and IV Piggyback Medications

Note: The Medication Order Display Area now includes the Medication/Solutions and Infusion Rate columns.

Administering a Patient's IVP/IVPB Medications

Preparing to Administer IVP or IVPB Medications (cont.)

TIP:

The Start and Stop Time Parameters are set to the "Default Times from NOW" settings in the GUI BCMA Site Parameters application.

TIP:

You can expand (or restrict) the number of active IVP/IVPB medications, that display on the VDL, by changing the default Start and Stop Times in the Virtual Due List Parameters area.

Changing the Virtual Due List Parameters

The VDL Parameters is the functional timeframe during which you can administer medications to a patient before or after the scheduled administration time. For many medical centers, this timeframe is defined as two hours.

Once you use BCMA, these Parameters become your default settings. For example, when you change the default settings for certain fields (i.e., Start and Stop Times, and Column Sort Selection) on the VDL, these settings are retained in your user parameters and become the default settings each time you log on to BCMA. You can reset these user-selected parameters to site-defined parameters using the *Reset User Parameters* [PSB USER PARAM RESET] option in CHUI BCMA.

Note: The VDL Start and Stop Times display in one-hour increments, from the top of the nearest hour. For example, 1:15 displays as 1:00 and 1:45 displays as 2:00. You can expand the time range 12 hours before and 12 hours after NOW.

To Change the Virtual Due List Parameters:

1 In the patient's VDL, select the Start and Stop Times in the Virtual Due List Parameters area. The VDL automatically refreshes and displays active medications for the newly selected administration window.

Keyboard Only Users: Press **TAB** to access the Virtual Due List Parameters area and to move among the Time fields.

Example: VDL Parameters Area on VDL

2 Now you are ready to select the Schedule Types of IV Push or IV Piggyback medications that you want to display on the VDL.